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Andaman And



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No. 97, Port Blair, Friday, March 4, 2011

**ANDAMAN AND NICOBAR ADMINISTRATION  
DIRECTORATE OF SOCIAL WELFARE**

**NOTIFICATION**

Port Blair, dated the 4<sup>th</sup> March, 2011

No.95/2011/F.No. 2-162/Estt./2009/SW.—In exercise of the powers conferred by the provision to Article 309 of the Constitution of India, read with Govt. of India, Ministry of Home Affairs, New Delhi, Notification No. 14-3/60-ANL dated 11<sup>th</sup> April, 1960, and in supersession of A & N Administration's Notification No. 195/2007/F.No. 49-109/2006-PW dated 14<sup>th</sup> September, 2007, the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby makes the following rules regulating the method of recruitment to the posts of Staff Car Drivers (Grade-II) borne in the Directorate of Social Welfare, Andaman & Nicobar Administration, namely:-

**1. SHORT TITLE AND COMMENCEMENT :-**

- These rules may be called the Andaman & Nicobar Administration, (Staff Car Driver (Grade-II) in the Directorate of Social Welfare) Recruitment Rules, 2011.
- They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:-**

The number of posts, its classification and Pay Band & Grade Pay/Scale of Pay attached thereto shall be as specified in paras 2 to 4 of the Schedule I to IV annexed to these rules.

**3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION:-**

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in paras 5 to 15 of the Schedule I to IV aforesaid.

**4. DISQUALIFICATION:-**

No Person —

- Who has entered into or contracted a marriage with any person having a spouse living, or
- Who, having a spouse living has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman & Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

**5. POWER TO RELAX:-**

Where the Lieutenant Governor (Administrator), Andaman & Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provision of these rules with respect to any class or category of person.

**6. SAVINGS:-**

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belongs to the Scheduled Castes, the Schedule Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. General (Retd.) Bhopinder Singh**  
LIEUTENANT GOVERNOR,  
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-  
**(R.K. Majhi)**  
Superintendent (JH)

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**RECRUITMENT RULE FOR THE POST OF STAFF CAR DRIVER (Grade -II) OF THE STAFF CAR DRIVER GRADE OF DIRECTORATE OF SOCIAL WELFARE ESTABLISHMENT OF ANDAMAN AND NICOBAR ADMINISTRATION**

1.	Name of post	Staff Car Driver (Grade -II)
2.	No. of post	03(Three)*(30% of total 09 post) (2010) *Subject to variation dependent on the workload
3.	Classification	General Central Services Group ‘C’, Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/ Pay Scale	PB-1 Rs.5200-20200+Grade Pay Rs. 1900
5.	Whether selection or non- selection post	Not applicable
6.	Age limit for direct recruits	18-33 years for male (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) <b>Note:</b> The Crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange, A & N Islands/ Application from Candidates.
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972 ?	Not applicable
8.	Educational & other qualifications required for direct recruits	<b>Essentials:</b> <ul style="list-style-type: none"><li>• Must have passed Secondary School Examination (10<sup>th</sup> Std.) from a recognized Board/ Institution</li><li>• Must possess a valid Light Motor Vehicle driving licence</li><li>• Must qualify Written test and Professional test.</li></ul> <b>Desirable:</b> <ul style="list-style-type: none"><li>• Three years experience in driving Light Motor Vehicle</li><li>• Knowledge of Motor Mechanism and capable to locate and rectify minor defects in the vehicle</li><li>• Must have good knowledge of Traffic Regulation</li></ul>
9.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption & percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group ‘C’ DPC (for confirmation) consisting of:</b> 1. Director (SW), A & N Admn. - Chairman 2. Mechanical Engineer, - Member Transport Department 3. Programme Officer (ICDS) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedules

**ANNEXURE TO SCHEDULE**  
**JOB DISCRIPTION FOR THE POST OF STAFF CAR DRIVER**  
**(GRADE - II)**

1. He should posses valid Driving License in hand;
2. He should wear proper uniform daily;
3. He must be able to read English/Hindi, Numerals and Figures;
4. He should drive the vehicle in safe way as per traffic rules;
5. He should be punctual in attendance;
6. He should maintain true & correct accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis;
7. He should get the log book verified and signed by the designated authority on monthly basis;
8. He should keep the vehicle neat and clean by water washing, wiping and polishing;
9. He should check the oil, lubricant, water & brake every day before the vehicle being taken for driving;
10. He must have practical knowledge of Petrol & Diesel Engine working and able to locate faults and rectify minor running defects;
11. He must be able to change wheels and correctly inflate the tyre;
12. He should maintain tool kit in the vehicle;
13. He should keep the spare wheel/parts in the vehicle in safe custody and in good condition;
14. On the vehicle being sent for repairs etc, he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.
15. The damaged/ replaced parts of vehicle after repair shall be made available to vehicle In-Charge of the office;
16. He should maintain a date wise record entry in respect of the repairs, cost of spare parts replaced at the time of carryingout the repair;
17. He is responsible for timely reporting of break downs/accidents to the authorities;
18. He is responsible to collect the bills for repairing charges/cost of spare parts of the vehicle and submit in the office for arranging timely payment.